

REQUEST FOR PROPOSALS (RFP)
FOR
THE CITY OF BAY MINETTE

RFP for Professional Planning Services for Comprehensive Plan
Project #2024-01
Alabama Department of Conservation and Natural Resources (ADCNR)
Grant# CZM-306-24-1

MAYOR
Robert A. “Bob” Wills
December 2023

CITY OF BAY MINETTE, AL
INVITATION REQUEST FOR PROPOSALS (RFP)

Sealed proposals will be received by the City of Bay Minette of Baldwin County, Alabama, in the City of Bay Minette Finance Department, 301 D'Olive Street, Bay Minette, AL 36507, at 10:00am on Thursday December 28, 2023 and then publicly opened thereafter, for furnishing professional services required by the City of Bay Minette and described as follows:

RFP for Professional Planning Services for City of Bay Minette Comprehensive Plan
COBM Project#2024-01 ADCNR Grant #CZM-306-24-1

The Scope of Services is to provide the Professional Planning Services necessary for the development of the Bay Minette Comprehensive Plan. The plan will help identify what immediate needs exist, where growth can and should be directed, and identify the goals, plans or projects that the City and its citizens would like to see achieved. Planned elements would include community character, natural resource protection, transportation, economic development, recreation and open space, as well as land use considerations and housing. This project will complete Phase I of a two-phase update to the City's existing Comprehensive Plan. All work must be completed by no later than September 30, 2024.

Questions or comments pertaining to this proposal must be presented in writing or sent as an email to the attention of Clair Dorrough, City Planner, 301 D'Olive Street, Bay Minette, Alabama, 36507, e-mail: Clair.Dorrough@cityofbayminetteal.gov.

The City of Bay Minette is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The City also encourages and supports the utilization of Minority and Woman-Owned Business Enterprises on this and all public proposals. All procurement actions will be conducted in a manner consistent with the applicable federal, state, and local requirements including, but not limited to, provisions of 2 C.F.R. Part 200.

Furthermore, applicable clauses set forth pursuant to 2 C.F.R. Part 200 will be included in all purchase orders, contracts, and agreements. The bidder must include the Company's UEI number in the proposal. The bidder must include evidence of the Company's active registration with the System for Award Management (SAM). SAM registration is required for confirmation of debarment/suspension status. Registration can be obtained through www.sam.gov.

Envelopes containing proposals must be sealed and labeled on the outside as follows: "Proposal for City of Bay Minette Project #2024-01" and may be mailed to, Tammy Smith, CPA, City Administrator/Finance Director, City of Bay Minette, 301 D'Olive Street, Bay Minette, AL 36507. All proposals shall contain original signatures. Proposal must be received no later than 10:00am on December 28, 2023. Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation. Proposals deemed responsive will be evaluated and an award decision will be made by the City Council. A contract will be awarded to the qualified applicant whose proposal is determined to be the most advantageous to the City of Bay Minette, with price and other factors considered. The City reserves the right to reject any or all proposals, and to waive any irregularities or informalities in the proposal process.

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Scope of Work

The Scope of Services is to provide the Professional Planning Services necessary for the development of the Bay Minette Comprehensive Plan. The plan will help identify what immediate needs exist, where growth can and should be directed, and identify the goals, plans or projects that the City and its citizens would like to see achieved. Planned elements would include community character, natural resource protection, transportation, economic development, recreation and open space, as well as land use considerations and housing. This project will complete Phase I of a two-phase update to the City's existing Comprehensive Plan. All work must be completed by no later than September 30, 2024

Quarters 1 & 2 – Collaboration & Engagement

1. Organization & Implementation
2. Community Engagement
3. Stakeholder Identification & Engagement
4. Data Collection
5. Community Visioning
6. Needs Assessment

Quarters 3 & 4 – Plan Formulation

1. Elemental Framework
2. Goals, Objectives & Policies
3. Guidance for Future Development
4. Visualization & Mapping
5. Capital Strategies
6. Draft Review

A lump sum, fixed price fee will be required.

Scoring

Proposals will be evaluated and scored on the basis of the following criteria:

1. Qualifications, knowledge and expertise regarding the proposed Scope of Work – 20 pts
2. Resources and availability – 20 pts
3. Experience of proposed key personnel – 20 pts
4. Previous experience working within the locality – 20 pts
5. Cost of services to be provided – 20 pts

Total Possible points to be achieved: 100 points

Four (4) copies of the proposal must be submitted by the deadline. Please also include a PDF version of your proposal on a USB flash drive. Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

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Format

Proposals should include the following:

1. Cover Letter – The cover letter must include a statement committing the availability of the key personnel to perform the work. The cover letter must also be signed by a person who is authorized to sign a contract with the City. Any information, data, process or other material the respondent believes should be considered by the City to be confidential or proprietary, must be identified with specificity as to the page and paragraph and on what basis this belief is based.
2. Information necessary for the Review Committee to evaluate the proposal based on the scoring criteria listed above.
3. Proposed Work Plan/Schedule
4. Previous Project Experience performed by key personnel included in this proposal. All projects listed should have been completed within the last 3 years and include the following information in tabular form:
 - a. Project Name
 - b. Location
 - c. Client name, address and telephone number
 - d. Date completed
 - e. Brief description of the project
5. Subconsultants – If applicable, please include the qualifications for any subconsultants which may be used.
6. Additional Information – Respondent is invited to include any particular aspects of its organization or proposal which by way of background, experience or unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular Scope of Services.

Miscellaneous

1. RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Bay Minette to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the City, the City reserves the right to select an alternate consultant.
3. The City of Bay Minette reserves the sole right to:
 - a. Evaluate submittals and waive any irregularities therein
 - b. Select candidates for selection interviews if held during pre-award
 - c. Request supplemental or additional information as deemed necessary
 - d. Contact others to verify information provided in the submittal
 - e. Reject any and all submittals should it be deemed in the best interest of the City
4. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended consultant.

Insurance

No work shall be performed until proof of compliance with the insurance requirements has been received by the City and all necessary licenses have been obtained. All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have minimums as follows:

Workers' Compensation and Employers Liability

Part one:	Statutory Benefits as required by the State of Alabama	
Part two:	Employers Liability	\$1,000,000 Each Accident
		\$1,000,000 Each Employee
		\$1,000,000 Policy Limit

Commercial General Liability

Coverage on an Occurrence Form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/ Completed Operation Agreement	\$2,000,000
General Aggregate	\$2,000,000
Coverage to Include:	
Premises and operations	
Personal injury and Advertising Injury	
Products/Completed Operations	
Independent Contractors	
Blanket Contractual Liability	
Broad Form Property Damage	

Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a combined single limit (bodily injury and property damage combined) of \$1,000,000 each accident. The Policy shall name the City as an additional insured.

Professional Liability (Errors and Omissions)

Coverage shall be maintained during design, construction and for two (2) years after completion and acceptance by the City.

Limits of Liability:	Each Claim	\$1,000,000
	Aggregated	\$1,000,000

Certificate of Insurance

The Service providers shall name the City, its employees and agents as additional insured on the Liability Insurance as required by this contract to provide cross-liability coverage. A certificate of insurance evidencing the above minimum requirements must be provided to and accepted by the City prior to commencement of any work on the Contract. Each policy shall be endorsed to provide (30) days written notice of cancelation to the City.